

NCCU Registration Notice

To: Undergraduate, graduate, and post-graduate students of all departments and institutes

cc: All schools, departments, institutes, sections, offices and centers

Objective: Description of procedures for registering for the spring semester of the 2017 academic year; please register according to the policies described below.

Description:

1: Registration

Please complete the following steps for registration before February 24, 2017 (Friday)	Please pay tuition before the deadline as stipulated in the "Regulations for Paying Tuition." Your full tuition statement can be downloaded from the following webpage: https://eschool.firstbank.com.tw/member/index.aspx
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※ According to Article 13 all students are required to pay all fees and complete all procedures within the deadline as stipulated in the enrollment notice. Those who fail to complete their enrollment and payment two weeks after the deadline will be either put on suspension if they have not reached their maximum suspension period as defined in Article 41, or have their admission withdrawn with immediate effect. This excludes situations where students have explained in writing and sought permission otherwise from the Office of Academic Affairs.

2: Course Selecting and attending classes: (Registration Section: Tel. 02-29393091 x63279).

1. Course selection for the 2017 spring semester will be conducted via the online course selection system.
2. Starting on December 22, 2016, students may go to the webpage to look up available courses and other related information which can be downloaded and will be announced later in Instruction Resources Section and each department.
3. First initial course selection for spring 2017 is from January 16, 2017 to January 18, 2017.
Second initial course selection for spring 2017 is from February 6, 2017 to February 8, 2017.
4. The period for adding and dropping courses for spring 2017 is from February 20, 2017 to March 1, 2017.
5. Classes formally begin on February 20, 2017 (Monday).

3: Payment policy (Cashier Section: Tel. 02-29393091 x 62119 - 62123, 62125 – 62127, 62172-62173).

Payment: Stage I, before February 24, 2017 (Friday)

1. Starting on January 23, 2017, tuition statement can be downloaded from the following webpage:

<https://eschool.firstbank.com.tw/member/index.aspx>

2. Payment can be made at any branch of First Commercial Bank in Taiwan with the tuition statement. Students also have the options of automatic withdrawal, telephone voice transfer, wire transfer via online banking, and payment taken from the IC account of student ID. For detailed information please refer to tuition statement. Please keep the receipt so that students can procure it upon request (students that want a refund should pay tuition at the First Commercial Bank counter).
3. The deadline for the tuition payment of spring semester 2017 is February 24, 2017 (Friday). The bank may no longer process the payment after the above-mentioned date, and late payments will be dealt with according to article 13 of the school policies.

Payment: Stage II, before April 7, 2017 (Friday)

1. Students below should pay additional fees per credit hour after the add-drop period according to school policy:
 - (1) Undergraduate students with a minor and/or enrolled in a special program (**※If the department has expanded the number of courses for minor programs but you are unable to attend the class and selects a corresponding course in the regular program, you must still pay the credit fees.**)
 - (2) Undergraduate students extending their studies beyond the 4-year program with nine credits or less per semester
 - (3) Master's and Ph.D. students that are enrolled in Ph.D., Master's, and undergraduate courses
 - (4) Undergraduate students that retake a required course two or more times will need to pay for the course per credit hour.
2. Any student enrolled in an English listening course or other related courses that require long-term usage of the language lab will be enquired to pay the language lab equipment fee according to regulations.
3. Undergraduate students extending their studies beyond the 4-year program with more than 10 credits per semester will be required to pay the full amount for "tuition and miscellaneous fees".
4. **Students can download the Stage II tuition statement online from March 23, 2017.**
5. Stage II payment follows the payment procedure detailed in Item 2 of Stage I
6. **If the credit fees are not paid on time, you will receive a grade of zero in these courses.**

※ Undergraduate students that are unable to graduate on time and remain on campus to complete the required number of credits should pay the insurance and IT equipment fees during Stage I of tuition payment (Students who pay fees late will be disciplined according to the regulations of the Registration Section), and then pay the per credit fees and additional school fees during Stage II.

4: Procedure for resuming studies:

Students whose hiatus or enrollment status is about to expire should follow the procedures to resume studies at NCCU. You will need to enroll, pay tuition, and select the required number of courses to successfully complete resumption of studies according to regulations.

Appendix: Other departmental policies

I Life Guidance and Overseas Chinese Student Advising Section (LGOCSAS) - Administration Building, 3rd Floor

1. Policy for tuition refunds when requesting a leave of absence / terminating studies (Contact: 02-29393091 ext. 62226)

- (1) Before the deadline to pay tuition, currently enrolled students who request a leave of absence or termination of studies do not need to pay the additional school fees. Newly enrolled students that request a leave of absence or termination of studies need to bring their First Commercial Bank or Taiwan Post account information to the Cashier Section so that they can wire the refund into the right account. Apart from inquiries about tuition refunds, other questions about the procedures for leaves of absence and terminating studies can be directed to the Admissions Section of the Office of Academic Affairs at extension 63279. According to Refund Policy, students who had assigned a bed should go to the Student Housing Service Section to complete the refund process.
- (2) When requesting a leave of absence or terminating studies, LGOCSAS is responsible for starting the refund process. The Cashier Section then transfers the refund directly into your account. Students should not go to LGOCSAS to process their refund.
- (3) Students that complete the process for leave of absence or termination of studies before the deadline for paying tuition will receive a full refund of the additional school fees. Students that complete the process for leave of absence or termination of studies one day after the deadline for paying tuition, up to the day that marks completion of one-third the term, will be refunded two-thirds of the additional school fees. Students that complete the process for leave of absence or termination of studies one day after the marks one-third completion of the term up to the day that marks completion of two-third the term will be refunded one-thirds of the additional school fees. Students that request a leave of absence or termination of studies after the day that marks completion of two-third the semester are not refunded additional school fees (no exceptions).

2. Overseas Chinese students please contact the LGOCSAS -Administration Building, 3rd Floor (Contact: 02-29393091 ext. 63011)

- (1) Overseas Chinese students enrolled at NCCU should take note of the following: any overseas Chinese student that does not apply for an overseas Chinese visa before the deadline, does not register an address or change of address before the deadline, overstays his/her visa, or does not carry his/her passport or ARC at all times will be dealt with according to the Immigration Law. Students should pay special attention to issues that concern their vital interests as alien residents in Taiwan.
- (2) After reading this notice overseas Chinese students with a Taiwan ID should bring a copy of the ID to LGOCSAS before enrolling for classes to confirm their status.

II Student Housing Service Section - Administration Building, 3rd Floor

1. Dormitory Regulations (Contact: 02-29393091 undergraduate ext. 62222; graduate ext. 63251)

- (1) Undergraduate students are limited to a dorm stay of one academic year (ending on the first day of the summer vacation term). When your stay is up you will need to re-apply for the dorms. Graduate students are limited to a dorm stay of four semesters. Ph.D. students are limited to a dorm stay of eight semesters. Counting begins with the semester when you are approved to live in the dorms. Graduate students may not re-apply for the dorms once they reach the maximum duration of stay.
- (2) Dormitory move-in date:
Currently enrolled undergraduate students may start moving in on February 1, 2017.
- (3) Enrolled students with a dorm assignment who wish to cancel their assignment or move out of the dorms should fill out the dorm cancellation form (download from the Student Housing Service Section website) . The refund policy is based on the regulations set down by the Student Housing Service Section. Please request your cancellation as early as possible so that students on the waiting list can be assigned a dorm bed promptly. You will receive only a partial refund of the dorm fee if your cancellation is received after the deadline.
- (4) Students who have come to the end of the dorm semester limits, or those who want to cancel their dorm application for the following semester, must follow the procedures set by the regulations in the NCCU Dormitory Counseling and Management Policy and the NCCU Residence Hall Deposit Policy, so that the tuition bill for next semester can be updated and the dorm fee/deposit can be refunded. If you do not submit a request to move out of the dorms according to these regulations, the deposit will not be refunded.
- (5) New undergraduate and graduate dorm residents are required to attend the fire prevention workshop. Students that fail to attend the workshop will be given 8-10 penalty points in accordance with to the Dormitory Management Guidelines. Anyone that accumulates 10 penalty points will be asked to move out of the dorms.
- (6) According to Article 9 of the "NCCU Residence Hall Counseling and Management Policies" : New undergraduate students and sophomore students (including transfer students) will be reserved a bed following the priority placement of students in Article 7.

2. Apartment listings – information and services (Contact: 02-29393091 ext. 66020 or 29387167)

- (1) If you are not assigned to a dorm room you can go in person to the Student Housing Service Section to get information on apartment rentals near the campus, or search for suitable housing on the website. Model Tenancy Agreement · Monthly Rental News Update and House Rental Manual are also provided for free in the Student Housing Service Section.
- (2) Webpage for apartment listings near campus can be found through the following path: → Homepage/Administration/Office of Student Affairs/Student Housing Service/Off-campus Housing.
- (3) You can ask the Student Housing Service Section for assistance in resolving problems with your apartment or conflicts with the landlord.

III Health Service Office (Health Center 2F): (Consultation Line for Freshmen Health Examination: 02-82377425)

Health examination for new students is required by the Ministry of Education and shall be completed by every newly-admitted student. Newly admitted students are required to complete and hand in the health form in the first month of school. (2F, Physical and Mental health center)

Download NCCU Student Health Form:

NCCU home page/Administration/Physical and Mental Health Center/Health Exam for Freshmen/National Chengchi University (NCCU) Student Health Form.

IV Office of International Cooperation - Administration Building, 8th Floor

International students please contact the Office of International Cooperation (Contact: 02-29393091 ext. 62566)

Currently enrolled international students should take note of the following: According to the Immigration Law, international students are required to apply for a visitor or resident visa before the deadline, register an address or change of address before the deadline, renew the visa or ARC before the deadline, or carry his/her passport or ARC at all times. Students should pay special attention to issues that concern their rights and interests as international residents in Taiwan.